

D.E.C. MEETING MINUTES

April 21, 2015

12:30 p.m.-2:00 p.m.

LIB 301

- I. Call to order: Meeting called to order at 12:34 p.m.

Present: Callery, Canalini, Fielder, Fernández, Garth, Haefliger, Richardson, Stec, Sukowski

Guests: Ayyash, Delgado-Norris, Martin, Rowe
- II. Approval of the minutes from the March meeting. Motioned to approve minutes by Stec and seconded by Canalini.
- III. Reports
 - A. Moodle Update.
Summer course shells are now available to faculty and students will have access to them earlier to better prepare for classes. There are sources such as tutorials and workshops for Remote- Learner to Ethink. Collaborate sessions should be downloaded as MP4 files and archived. BigBlueButton is user friendlier and a tremendous savings according to Sukowski.
 - B. Online Teaching Excellence: Assessment Course.
The course began with 25 participants and only 12 finished the program.
 - C. Budget Update.
A month and half ago, every chair and dean was told to show budget cuts by July. Increase on technology fees and institutional fees should be covered. Each state university has been told to give back; CSU is still in negotiation to pay back to the State. Faculty Grants have been severely hit. Online fees: (Currently \$50 per course) Fernández and Fielder both suggested to charge separate fees for hybrid and full online courses, everyone in attendance agree on \$25 per credit hour; Hybrid courses would be \$50 and Online \$75 starting next year.
- IV. Unfinished Business
 - A. HS 4070/5070 Current Health Problems of School Children (instructor must be present to clarify the sparse layout of the course which is missing 8 weeks of content), Stec motioned for this course to be tabled and Fernández seconded, this course was tabled.
 - B. CMAT 2210 introduce communication theories and prompt real life applications of the course content. This course was tabled.

V. New Business

A. Online and Hybrid Course Approvals

SPAN 2010 and SPAN 2020 Intermediate Spanish I and Intermediate Spanish II focus on acquiring a mastery of the grammar, vocabulary and cultural through the use of the combination of text, video, and virtual learning through Blackboard Collaborate®. These two courses will be hybrid (80% online and 20% face-to-face) as well as 100% online. Canalini presented these courses. Fernández motioned and Fielder seconded.

B. Online Course Approvals

HIST 2500: Three major periods of revolution to examine this concept historically: the Atlantic Revolutions of the late 18th through early 19th centuries (including the North American French, Haitian, & Latin American Revolutions), Revolutions across Europe from 1848-1851, and the Russian Revolution of 1917-1932. Rowe presented this course. Canalini motioned and Callery seconded.

FREN 1200 and 1210: This is a beginning French course designed to expose students to French in the context of business and the professions. Students will concentrate on vocabulary and structures needed to communicate in business settings and develop a broad knowledge of the societies and the economies of France and those of the Francophone world. Delgado-Norris presented. Canalini motioned and Stec seconded. 5 yes and 1 abstain the motion carried.

AFL 1100: African cultures as revealed in history, philosophy, religion, literature, art, music, and film with a focus on West Africa. Delgado-Norris presented. Callery suggested to Delgado-Norris to refine content for students. Fernández motioned and Canalini seconded. 5 yes and 1 abstain the motion carried.

TPS 4960: This course covers the basics of the well-known *Wireless Fidelity* (Wi-Fi) technology, wireless communications theory, security vulnerabilities, and techniques/protocols used for securing Wi-Fi networks. Ayyash presented. Canalini motioned and Haefliger seconded. 5 yes and 1 abstain the motion carried. 5 yes and 1 abstain the motion carried.

Fernández is overall satisfied with the way the modules have increased the process to present courses for approval.

A. Basic computer requirements listed in the Course Schedules

According to Haefliger, Windows is out of date. Computers need to be updated. Oscar Hernandez is currently updating on-campus computers.

B. DEC Awards

Nominations will be held off for the fall semester.

- C. 2015/2016 DEC Membership
- i. Jozef Stec has been pleased to be part of this committee but has decided to not continue his commitment.
 - ii. Fernández has been Chair for the past three years and is willing to step down. He will create survey for nominees: Chair, Vice Chair and Secretary. These roles are for a year commitment.
- D. Course Peer Review
- It will be objective focusing mainly on student and faculty interaction. Peers will work in pairs using a rubric to peer edit the course. This process will enhance the quality of the course. At the present time, instructors can volunteer their courses in 2 years course reviewing will be enforced. Fernández will notify faculty who are interested in volunteering their courses to be peer reviewed. The following people will partake in course peer reviewing: Fielder, Fernández, Haefliger and Canalini.
- VIII. Open Discussion
- Callery plans on contacting faculty during the summer to complete the OCT. The idea was well received by all the members in attendance.
- IV. Fernández motioned to call the meeting to adjourn and Canalini seconded the motion at 2:02 pm.

Respectfully Submitted by
Araceli Canalini
Distance Education Committee Member